

BRANDEIS UNIVERSITY

ANNUAL FIRE SAFETY AND SECURITY REPORT

2019

REVISED Hate Crime- February 3, 2020

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To the Brandeis Community:

On behalf of the members of the Brandeis University Department of Public Safety, I want to thank you for your interest in our Annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus Community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety, security, and compliance with the Clery Act should be everyone's responsibility at Brandeis. We encourage you to review the information we have made available to you in this brochure. You will find information about our organization, including descriptions of certain services that we provide. You will also become familiar with our strong commitment to the victims of crimes and will learn about the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We are committed to fostering a secure and supportive environment at Brandeis. We are proud to be an integral part of Brandeis' tradition of excellence. Campus safety and security is a collaborative effort at Brandeis. We partner with many departments that have a critical role in fostering campus safety, including the Division of Student Affairs, Environmental Health & Safety, and other Brandeis offices. It has always been our goal to provide the highest quality of public safety services to the Brandeis University Community and we are honored to collaborate with the entire Community. The men and women of the Brandeis University Department of Public Safety are committed to making the Brandeis campus a safe place in which to live, work, and study.

Edward Callahan, Director of Public Safety

Non-discrimination and Harassment Policy Statement

Brandeis University is committed to providing its students, faculty, and staff with an environment that is conducive to learning and working, where all people are treated with respect and dignity. Toward that end, it is essential that Brandeis be free from discrimination and harassment on the basis of race, color, ancestry, religious creed, gender identity, and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, and any other category protected by law.

It is the University's responsibility to help prevent harassment and discrimination from occurring, to pursue any concerns of which it is aware, to objectively investigate such concerns, and to take immediate and appropriate action to remedy instances of harassment and discrimination. Brandeis takes this responsibility very seriously. Therefore, violations of this policy will not be tolerated and may result in corrective actions up to and including dismissal from school or release from employment.

This policy applies to all Brandeis students, faculty, and staff.

Brandeis encourages everyone in the Brandeis community to report any perceived incidents of discrimination or harassment. Students, staff or faculty with concerns about harassment or discrimination should reach out to Sonia Jurado, J.D., Director Office of Equal Opportunity Title IX and ADA/Section 504 Coordinator, 781-736-4802, sjurado@brandeis.edu in Swig Hall. The Office of Equal Opportunity can help individuals connect with support resources and discuss what options may be available to address the conduct. For additional information regarding how discrimination and harassment is addressed at Brandeis, please visit the website for the Office of Equal Opportunity www.brandeis.edu/oeo

ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

Brandeis University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Brandeis University Department of Public Safety, information provided by other Brandeis University offices such as Student Affairs, and Community Living, and other campus security authorities (CSAs), and information provided by local law enforcement agencies in municipalities surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, and in off-campus buildings or property owned, leased or controlled by Brandeis University. This report also includes institutional policies concerning campus security, such as those regarding sexual assault, alcohol, and other drugs.

Brandeis University distributes a notice of the availability of this Annual Security and Fire Safety Report by Oct. 1 of each year to each member of the Brandeis University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Brandeis University Department of Public Safety at 781-736-5000 or by visiting <http://www.brandeis.edu/publicsafety/communications/index.html>.

REPORTING CRIMES AND OTHER EMERGENCIES

Brandeis University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to the appropriate Brandeis officials. Regardless of how and where individuals decides to report these incidents, it is critical for the safety of the entire Brandeis community that they immediately report all incidents to the

University Police (781-736-3333) to ensure that an effective investigation and appropriate follow-up actions can take place, including the issuing of a crime alert or emergency notification.

Voluntary, Confidential Reporting

The Department of Public Safety encourages anyone who is the victim of or witness to a crime to promptly report the incident to the campus police or a designated University official. Even a victim of a crime who does not want to pursue action within the University system or the criminal justice system may still want to consider making a confidential report. With the victim's permission, the chief or a designee of the Brandeis Police, can under certain circumstances file a report that includes certain details of the incident without revealing the victim's identity. The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime, and alert the campus community of any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University. In certain limited circumstances, the Department may not be able to assure a victim's confidentiality and will inform the victim if that is the case.

Reporting to University Police

We encourage all members of the Brandeis community to report all crimes and other emergencies to the University Police in a timely manner. One of the Department of Public Safety's five major offices, the University Police, is responsible for the protection of life and property on and within the confines of the 325 acres and more than 100 buildings that make up Brandeis University. The department, consisting of a chief, a lieutenant, five sergeants, 15 police officers, two security officers, and four parking monitors; protect the campus 24 hours a day, seven days a week.

Headquartered in the Stoneman Building, the University police provide emergency services to the Brandeis community via the most modern equipment available. Call the emergency line at 781-736-3333 or the business line at 781-736-5000 for assistance.

Emergency Phones

Brandeis has installed more than 70 emergency phones throughout the Brandeis campus. Phones are located in public areas, including parking lots and numerous outdoor locations. Emergency phones provide direct voice communications to the Brandeis University Police Dispatch Center.

Anonymous Reporting

Members of the Brandeis community who wish to make an anonymous report can call the University's Confidential Complaint Hotline (hosted by Human Resources) at 781-736-4452. This 24-hour hotline has been configured so that the phone numbers of incoming calls are not retained by the system. The Hotline staff can file a Community Standards Report (CSR), an official report to the University's Department of Student Rights and Community Standards about the behavior of a student or another person.

If you have experienced something and would like to report it, The University has established an on line reporting system, <http://www.brandeis.edu/studentlife/srcs/reportit.html>. Here you may submit a Community Standards Report (CSR), a Title IX/Sexual Misconduct report, Care Team/Student of Concern report, an Academic Integrity report and a Bias Incident report.

Reporting to Other Campus Security Authorities

While Brandeis University prefers that community members promptly report all crimes and other emergencies directly to the University Police at 781-736-3333 or 911, we also recognize that some may prefer to report such incidents to other individuals or offices at Brandeis. The Clery Act recognizes certain Brandeis officials and offices as CSAs. The Act defines such an individual

as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While Brandeis University has identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

Office of Equal Opportunity	781-736-4802/ Swig Hall
Dean of Students Office	781-736-3600/ Shapiro Campus Center
Director of the Health Center	781-736-3677/ Golding Health Center
Vice President for Human Resources	781-736-4464/ Bernstein Marcus
Director of Student Rights and Community Standards	781-736-5070/ Shapiro Campus Center
Director of Community Living and Area Coordinators	781-736-5060/ Usdan Student Center
Dean of Graduate School of Arts and Science	781-736-3410/ Kutz
Dean of the International Business School	781-736-4663/ Lemberg Academic Center
Dean of the Heller School	781-736-3883/ Heller
Associate Provost for Graduate Programs	781-736-2177/ Irving

Director of Intercultural Center	781-736-8580/ Swig Center
Director of Athletics	781-736-3630/ Gosman
Director of Hillel	781-736-2063/ Usdan Student Center
Director of Summer School	781-736-3424/ Old South Street
Director of Graduate and Professional Studies	781-736-8787/ Old South Street
Director of Prevention, Advocacy & Resource Center (PARC)	781-736-3626/ Usdan Student Center
Survivor Advocate & Education Specialist	781-736-3016/ Usdan Student Center

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Brandeis University to serve in a counseling role are not considered CSAs when they are acting in the counseling role.

ABOUT THE BRANDEIS DEPARTMENT OF PUBLIC SAFETY & POLICE

Role, Authority, and Training

The Department of Public Safety is composed of the following five units:

Brandeis Emergency Medical Corps (BEMCo)

A student-volunteer organization, BEMCo was created in the late 1970s with the intent of providing timely and efficient emergency medical care to the Brandeis Community.

Escort Safety Service

Provides safe and efficient transportation for all members of the community who need to travel from one point to another on campus or who need to commute to downtown Waltham, Cambridge, or Boston.

Parking and Traffic

The Parking and Traffic office is responsible for registering, monitoring, and controlling all motor vehicles operated by the members of the Brandeis community and their guests.

Transportation

The Transportation Division provides van rentals to community members for academic and social events.

University Police

The University Police are responsible for protecting life and property on and within the confines of the 325 acres and 100 plus buildings that make up Brandeis University and the surrounding area.

Important Contact Information

University Police Emergency 781-736-3333	
Administrative Offices 781-736-4240 / 781-736-4241 (fax)	General Business 781-736-5000 / 781-736-8696 (fax)

<p style="text-align: center;">Detective Bureau</p> <p>781-736-4243 (day) / 781-736-4207 (evenings)</p>	<p style="text-align: center;">Escort Service</p> <p>781-736-4999</p>
<p style="text-align: center;">BEMCo</p> <p>781-736-3333 / 781-736-4263 (business line)</p>	<p style="text-align: center;">Parking and Traffic</p> <p>781-736-4250</p>
<p style="text-align: center;">Health Center</p> <p>781-736-3677</p>	<p style="text-align: center;">Prevention, Advocacy & Resource Center (PARC)</p> <p>781-736-3626</p>
<p style="text-align: center;">Counseling Office</p> <p>781-736-3730</p>	<p style="text-align: center;">Dean of Students Office</p> <p>781-736-3600</p>
<p style="text-align: center;">Physical Plant and Facilities</p> <p>781-736-4368 (business hours)</p> <p>781-736-5000 (after hours)</p>	<p style="text-align: center;">Environmental Health and Safety</p> <p>781-736-4262 (business hours)</p> <p>781-736-3333 / 5000(after hours)</p>

University Police

One of the Department of Public Safety's five major offices, the University police are responsible for the protection of life and property on and within the confines of the 325 acres and over 100 buildings that make up Brandeis University and the surrounding area. The department, consisting of a chief, lieutenant, five sergeants, 15 police officers, two security officers, and four parking monitors; protect the campus 24 hours a day, seven days a week.

Headquartered in the Stoneman Building, the University police provide emergency services to the Brandeis Community via the most modern equipment available. Call 781-736-3333 emergency line or 781-736-5000 business line for assistance.

The University police patrol the campus on a regular basis and monitor closed-circuit television coverage of specific public areas and parking lots. Their jurisdiction includes the main campus, the Angleside and Charles River Road residence halls, property on Turner Street and any other property belonging to the University. The University may also use contract security officers who have no arrest authority and have assignments in various locations around campus. On occasion, the University will use supplemental police officers from local law enforcement agencies who have full arrest authority over the campus jurisdiction.

All University police officers are warranted under Chapter 22 C, Section 63, of the Massachusetts General Laws after receiving formal training in police sciences at the Massachusetts State Police Academy and/or the Municipal Police Training Committee (MPTC). Each officer receives further specialized training through various federal, state, and local criminal justice training centers. The department continually sponsors in-service training programs for its members to keep them abreast of the latest in medical and police science techniques.

Safety: Our Number One Priority

Brandeis University takes great pride in the community and offers students, faculty, and staff many advantages. This community is a great place to live, learn, work, and study. However, this does not mean that the campus community is immune from all of the problems that arise in other communities.

With that in mind, Brandeis has taken progressive measures to create and maintain a reasonably safety environment on campus.

Though Brandeis University has progressive policies, programs, and education, it is up to each of us to live with a sense of awareness and to use reasonable judgment when living or working on or visiting the campus.

In Your Residence Hall

- Always lock your door. Ninety percent of all larcenies occur because people have left doors open or unlocked.
- Never lend your keys to friends or strangers.
- Never prop open building access doors.
- Be aware of strangers in the area. Report them immediately to the University police by dialing (781) 736-3333 or (781) 736-5000.
- Do not take showers late at night.
- Do not study alone or in remote areas: Utilize the designated study areas on campus.
- Report all broken or malfunctioning doors and windows to the Office of Community Living at (781) 736-5060.
- Do not advertise your schedule or leave personal identification on your door, voice mail, or social networking sites.
- Do not leave your books, purse, laptops, or other valuables unattended.

At Home

- Secure all doors and windows before leaving your home or retiring for the evening.
- Keep your garage door secured, to limit unauthorized access.

- When away from home for extended periods, remember to stop deliveries and ask the local police or a neighbor to watch your house.
- Maintain accurate property records and keep updated appraisals of your possessions (e.g., jewelry, antiques). Record serial numbers of electronics on paper in a safe place.
- Keep your cell phone fully charged.

In Your Office

- Never leave your office unlocked when not in use.
- Secure your purse and other valuables in locked desks or cabinets.
- Maintain all cash in a secured area. File cabinets are not safes.
- Report all broken windows and doors to the Facilities Department at (781) 736-8500.
- Never lend your keys to friends or strangers.
- Maintain up-to-date lists of all equipment assigned to your office. Forms are available from the University police.

In Your Car

- Always keep your doors and windows secured when driving.
- If you are being followed, drive to a police station or a busy shopping center and blow your horn until someone comes to your assistance.
- If you are experiencing car trouble, raise the hood and remain in the locked vehicle until assistance arrives.
- Secure your valuables in the trunk of the vehicle out of sight.
- Utilize the escort service when arriving on campus late at night.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Although no formal memorandum of understanding is in place, the University police enjoy strong professional relationships with federal, state, and local law enforcement agencies. Cooperative programs and information exchanges are ongoing priorities. The Brandeis police work closely with the Waltham police when incidents arise that require joint investigative efforts, resources, crime-related reports and exchange information as deemed necessary. Through this reporting relationship, the University police relay information to the University community on crimes that may pose a threat to students or employees. When a Brandeis University student is involved in an off-campus offense, Waltham police officers will document the incident. The report will be forwarded to the director of Public Safety who will advise the dean of students. Waltham police officers communicate with Brandeis officers relative to serious matters occurring on campus as well as off-campus locations inhabited or frequented by members of the Brandeis community.

Crimes Involving Student Organizations at Off-Campus Locations

Brandeis University operates no off-campus housing or off-campus student organization facilities. However, some undergraduate and graduate students live in neighborhoods nearby the University. Brandeis officers have direct radio communication with Waltham Police to facilitate communication in an emergency.

TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Brandeis University Department of Public Safety issues “crime alerts.” Brandeis will generally issue crime alerts for the following crimes: arson; aggravated assault, homicide, robbery, burglary, sex assaults, and hate crimes as described below. The Brandeis University Department of Public Safety will post these warnings through a variety of methods, including, but not limited to, posters, e-mails, and media. Brandeis also has the ability to send text message alerts to those who register their cell phone numbers. Text messages can be a very effective way to send important information to the campus community.

The purpose of these crime alerts is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. Brandeis will issue crime alerts whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority or the University police; or 2) Brandeis determines that the incident represents an ongoing threat to the campus community.

Additionally, the Brandeis University Department of Public Safety may, in some circumstances, issue crime alerts when there is a pattern of crimes against persons or property. At Brandeis, the director of public safety will generally determine whether a crime alert is required, in consultation with other Brandeis offices. However, in emergency situations, a University police supervisor may authorize a crime alert. For incidents involving off-campus crimes, Brandeis may issue a crime alert if the crime occurred in a location used and frequented by the Brandeis population.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Brandeis University

Responsibility for the Comprehensive Emergency Management Plan (CEMP) resides under the administrative direction of the Executive Vice President of Finance and Administration, supported by the Vice President of Campus Operations and the Director of Emergency Management. This plan is an all-hazards disaster response and emergency management plan that follows specific FEMA guidance related mitigation, preparedness, response, and recovery.

Our priorities are:

- ⊙ Life safety, infrastructure integrity, and environmental protection during an emergency;
- ⊙ Coordination with University departments to write, maintain, test, and exercise the CEMP; and
- ⊙ Cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their CEMPs.

A summary of Brandeis University's emergency response procedures is located at <https://www.brandeis.edu/emergency-prepare/>. Included at this web page is detailed information regarding Brandeis' emergency notification policy, including how to enroll in the emergency

notification system to ensure you receive emergency notices on Brandeis and cellular telephones, campus evacuations, and what to do before and during an emergency.

Drills, Exercises and Training

Brandeis University semi-annually conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year, and include several departments from across the campus.

Brandeis University is required to participate in emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills and preparedness training are done in partnership with the Department of Public Safety and members of the City of Waltham Emergency Planning Committee, which includes representatives of both police and fire departments. The Department of Public Safety documents each test, including the date and the time.

The University initiated a test of its emergency response procedures on April 16, 2019. The exercise followed the following process and was publicized to all members of the Brandeis community via e-mail. Beginning at 11:30 a.m., the campus BENS (Brandeis Emergency Notification System) was activated. This included text, e-mails, and voice messages sent to on-campus and personal cell phones as well as messages displayed on the Brandeis home page. From 11:30-11:45 a.m., The Ridgewood dormitories were evacuated with residence hall occupants relocated to Spingold Theatre, which is designated as an area of safe refuge. At 12:00 p.m., the all-clear message was sent over the emergency broadcast system, including Brandeis telephones and registered cell phones.

Emergency Notification

The Brandeis emergency notification system used at Brandeis University broadcasts immediate e-mail, text, and voice messages to all registered Brandeis email accounts and landline phones. Additionally, it is sent to those who have chosen participate in the program with either a personal phone number and/or email address. The early warning siren system will be activated as an additional means of alerting community members walking or driving around the campus. Brandeis University officials will, without delay, immediately notify the campus community upon confirming a significant emergency or dangerous situation on the campus involving an immediate threat to the health or safety of students, faculty, or staff.

Taking into account the safety of the community, University officials will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise **efforts to assist** a victim or officials' ability to contain, respond to, or otherwise mitigate the emergency.

The Brandeis University Crisis Management Team directs, communicates, and manages campus emergencies and recovery efforts. The Vice President of Campus Operations and the Senior Vice President of Students and Enrollment, together with the Department of Public Safety, takes immediate steps to stabilize and contain any situation and provide an emergency response.

Procedures Used to Notify the Campus

Brandeis has various systems in place for communicating information quickly in the event of a situation that poses an immediate threat to members of the campus community. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system BENS, Brandeis' e-mail system, a verbal announcement within a building, and the public address system on University police cars. Brandeis will post updates on the homepage during a critical incident. Brandeis officials will establish a telephone call-in center to communicate with the Brandeis Community during an emergency if the situation warrants.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Campus first responders generally become aware of these situations when they are reported to the University Police dispatcher or discovered during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation, first responders will notify supervisors in the Department of Public Safety and additional administrative personnel of the need to issue an emergency notification.

Brandeis' authorized representatives will immediately initiate all or some portions of Brandeis' emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Brandeis officials may elect to delay issuing an emergency notification. Brandeis will issue the emergency notification to the campus community as soon as the condition that may compromise efforts is no longer present.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Brandeis University and local first responders at the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the Brandeis community should be notified. Generally, campus community members in the immediate area of the dangerous situation (e.g., the building, adjacent buildings, or surrounding area) will be notified first. Brandeis may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the BENS mass notification system, Brandeis will also post applicable messages about the dangerous condition on the Brandeis University homepage to ensure the rest of the campus is aware of the situation and knows the steps members of the community should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, Brandeis University officials will notify the entire campus community.

Determining the Contents of the Emergency Notification

The office responsible for issuing the emergency notification (usually the University police dispatcher) will, in concert with Brandeis University and local first responders, determine the contents of the notification. Brandeis University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In cases in which there are no predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal safety and that of the community.

Procedures for Disseminating Emergency Information to the Larger Community

Brandeis University communication staff will work with the local public safety agencies' public information officers to notify the larger community through the local media outlets, and by providing information on social media sites and the Brandeis homepage (www.brandeis.edu).

Enrolling in the Brandeis Emergency Notification System

We encourage members of the campus community to enroll in the BENS system by visiting <https://sage.brandeis.edu> (students) or <https://slate.brandeis.edu/portal/bens> (faculty/staff). We encourage Brandeis Community members to regularly update their information at the appropriate site.

SECURITY OF AND ACCESS TO BRANDEIS FACILITIES

Brandeis University, its buildings, grounds, and parking areas are posted as private property and available for use by all community members and their guests. Unauthorized persons found on campus will be deemed trespassers and subject to criminal prosecution. To ensure a safe environment, University police secure all administrative buildings as early as possible each day, given their projected use on that particular day.

Special Considerations for Residence Hall Access

Most residence halls on the Brandeis campus operate under a computerized access control and security monitoring system. Personnel are called in for a repair when a door is malfunctioning. ***Remember to lock your doors and windows at night and when you leave your room.*** All residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit.

Only residents and their invited guests are permitted in the residence halls' living areas. It is the residents' responsibility to ensure their guests are aware of Brandeis University and residence hall policies. Guests are not provided with room keys or door access cards. All exterior doors are locked 24 hours a day. Residents and staff members are responsible for challenging or reporting individuals who cannot be identified as residents or the guests of residents. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via Brandeis' electronic access control system. During the summer when groups that are not regularly associated with Brandeis University are using the residence halls, exterior doors are locked 24 hours a day. All guests are issued an identification card that allows them to gain access to their assigned buildings via the electronic access control system.

Security Considerations for the Maintenance of Campus Facilities

The Brandeis Department of Public Safety, in cooperation with the Departments of Facilities Services and Community Living, conducts periodic security surveys, lighting surveys and inspections of electronic security systems in an ongoing effort to examine the need for modification and to elevate the level of campus protection. Channels of internal communication exist to facilitate the repair or enhancement of campus security systems. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Brandeis University Department of Public Safety.

BRANDEIS UNIVERSITY'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Sexual Violence Policy Statement

Brandeis University is committed to providing a safe learning and working environment, and in compliance with federal law has adopted these policies and procedures to prevent and respond to incidents of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Reporting An Incident

If a student, employee, or visitor has been the victim of an incident of sexual violence they should immediately report the incident to Brandeis University Police at 781-736-3333, located in the Stoneman building. In the case of an emergency or ongoing threat, members of the community should get to a safe location and report the incident by calling Brandeis University Police at 781-736-3333, going to the Stoneman Building or calling 911.

Students may also report to the Dean of Students Office at 781-736-3600, located in the Shapiro Campus Center. Employees may also report to the Office of Human Resources at 781-736-4474, located in Bernstein Marcus. Brandeis University officials will assist any victims in notifying law enforcement, including contacting local or Brandeis University Police, if they elect to do so. Victims are also entitled to choose not to report to law enforcement. All students or employees who report an incident of sexual violence, whether the offense occurred on or off campus, will receive a written explanation of their rights and options. The written explanation will identify existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community. The explanation will describe options for available assistance in; and how to request changes to, academic, living, transportation, and working situations or protective measures. The University must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or in cases in which not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim.

Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others or suffer substantial emotional distress.

Massachusetts Definitions of Sex Offenses:

The offenses listed below, with the exception of fondling, require penetration of a bodily orifice. The act must be against the victim's will or the victim must be legally incapable of giving consent due to temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of the victim's youth.

- **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification.
- **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage would be prohibited by law.
- **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts it is under 16.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by:
 - A current or former spouse or intimate partner of the survivor.
 - A person with whom the survivor shares a child in common.
 - A person who is or was residing in the same household as the survivor, or
 - Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
 - Mass General Law; 209A Section 1.
 - "Abuse:" the occurrence of one or more of the following acts between family or household members:
 - (a) attempting to cause or causing physical harm;

- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat, or duress.
- “Family or household members:” Persons who:
 - (a) are or were married to one another;
 - (b) are or were residing together in the same household;
 - (c) are or were related by blood or marriage;
 - (d) having a child in common regardless of whether they have ever married or lived together; or
 - (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
 - the length of time of the relationship;
 - the type of relationship;
 - the frequency of interaction between the parties; and
 - if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.
- **Dating Violence:** Violence committed by a person in a romantic or intimate relationship with another person. Factors used to characterize the relationship include its duration, the nature of the relationship, the frequency of interaction between the persons, and the length of time since the termination of the relationship (if applicable).
- **Stalking:** Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking is sometimes a gender-based offense, and will be adjudicated by the Special Examiner’s Process when appropriate.

- Mass General Law; Chapter 265 Section 43. (a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarm or annoy that person and would cause a reasonable person to suffer substantial emotional distress; and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Consent – University Consent is an affirmative, voluntary, knowing, and continuous agreement to engage in a specific form of sexual activity. Consent must be obtained before engaging in any sexual activity. Consent may be communicated verbally or physically so long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity. Consent is an active and affirmative process. It is the responsibility of the person who wants to engage in sexual activity and/or who maybe initiating that sexual activity, to make sure that they have received consent from any other person(s) involved. If an individual is not sure if they have received consent, they have an obligation to seek additional clarification. Consent must be received for each individual sexual act that a person wishes to engage in with another person(s). Consent may not be inferred from silence or lack of resistance to sexual advances, or from prior consensual sexual contact. Relationship Status is immaterial to the issue of consent. Consent May be withdrawn at any time, and consent to one sexual activity does not imply consent to any subsequent sexual activity.

Procedures Victims Should Follow

Students should immediately report all incidents of sexual assault, dating violence, sexual harassment and stalking to the Department of Public Safety at 781-736-3333 or 781-736-5000. Time is a critical factor for evidence collection and preservation. The Department of Public Safety has full police powers and a staff of state-certified sexual assault investigators available to assist students in this time of crisis.

A student may also report to any or all of the following resources: the Dean of Students Office, the Department of Student Rights and Community Standards, the Title IX coordinator, and the Waltham Police or the local police in the jurisdiction in which the incident occurred. A student also has the right to not report to any law enforcement or campus authority.

When you report a rape or sexual assault to the University police, you are assured of immediate physical protection and transportation to a medical facility. You are not making a commitment to file charges or to testify in court. The police investigation and legal proceedings may be discontinued at any point.

A team of sexual assault investigators will ensure that you are properly cared for and your personal safety ensured, and that evidence is preserved. Filing a report will:

- Ensure that a victim/survivor of a sexual assault receives the necessary medical treatments and tests.
- Provide the opportunity for evidence collection. If possible, the victim/survivor should avoid washing, douching, using the bathroom or changing clothing prior to the medical exam.
- Assure that the victim/survivor has access to confidential counseling from counselors trained in counseling sexual assault victims.

Officers will outline the legal alternatives available to you to take against any identified assailant(s) including:

- Filing criminal complaints in state court, and/or
- Filing complaints under the university conduct system, e.g., campus disciplinary proceedings may be initiated against a student through the Department of Student Rights and Community Standards and/or
- Filing complaints via other state agencies or University departments relative to the alleged assailant's status with the state or University.

- Filing for a protective order through the University or a criminal or civil court.

Officers assigned to your case will assist you throughout any conduct and/ or criminal proceedings you choose to pursue. The University police will assist you in filing a report with the police department of the local jurisdiction in which the incident occurred if requested.

On & Off-Campus Resources

Resources for Reporting a Sexual Assault, Dating Violence, Sexual Harassment, and Stalking at Brandeis:

- **Brandeis University Police:** available 24 hours Emergency: 781-736-3333 Business: 781-736-5000: reporting incidents, no contact orders, assistance with filing a report with Waltham Police, www.brandeis.edu/publicsafety/index.htm
- **Office of Equal Opportunity (OEO)** (781.736.4806 oeo@brandeis.edu) who can help individuals connect with support resources and discuss what options may be available to address the conduct.
- **Dean of Students Office** –<http://www.brandeis.edu/dean-of-students/>
- **Student Rights and Community Standards:** initiate the student conduct process 781-736-5070, <https://www.brandeis.edu/studentlife/srcs/index.html>

Confidential Campus Resources:

- **Prevention, Advocacy & Resource Center:** (Sarah Berg) Advice, accompaniment to hospital for rape kit, referral to resources, 781-736-3626, www.brandeis.edu/preventionservices
 - Confidential crisis support; advocacy; peer support 781-736- 3373,
- **Brandeis Counseling Center:** advice, individual counseling, 781-736-3730 <http://www.brandeis.edu/counseling/index.html>
- **Brandeis Health Center:** STI screening, treatment, and follow-up; emergency contraception, 781-736-3677, <https://www.brandeis.edu/health/index.html>
- **Interfaith Chaplaincy:** advice; spiritual direction, 781-736-3570 <https://www.brandeis.edu/spiritual-life/index.html>

Peer Resources:

- Brandeis Counseling and Rape Crisis Hotline (6TALK): 781-736-8255
- Students Talking About Relationships (STAR): 781-736-4745 / star@brandeis.edu
- Student Sexuality and Information Services (SSIS): 781-736-3695 / text: 586-ASK-SSIS / ssis@brandeis.edu
- Queer Resource Center (QRC): 781-736-3749
- Brandeis Emergency Medical Corps (BEMCO): 781-736-3333 / bemco@brandeis.edu

Confidential Off-Campus Resources:

- **Boston Area Rape Crisis Center (BARCC)** Hotline: 800-841-8371 www.barcc.org
- **Victim Rights Law Center:** 617-399-6720 ext. 19, www.victimrights.org
- **Boston Alliance of Gay & Lesbian Youth (BAGLY):** 617-227-4313 www.bagly.org
- **Rape Abuse Incest National Network (RAINN):** 800-656-HOPE www.rainn.org
- **The Network/La Red:** 617-742-4911
- **Asian task Force Against Domestic Violence:** 617-338-2355 www.atask.org
- **REACH - Beyond Domestic Violence:** 800-899-4000 www.reachma.org
- **Domestic Violence Safelink:** (a 24-hour multilingual statewide hotline) 877-785-2020 TTY: 877-521-2601
- **Beth Israel Hospital, Center for Violence, Prevention and Recovery:** 617-667-8141, bidmc.org/violenceprevention

Accommodations

Whether or not a student or employee reports to law enforcement and/ or pursues any formal action, Brandeis University is committed to providing him or her as safe a learning or working environment as possible. Brandeis will, upon request, make any reasonably available change to a victim's academic, living, transportation, and/ or working situation. Students may contact the Dean of Students Office ([781-736-3600](tel:781-736-3600), Shapiro Campus Center) for assistance, and employees may contact the Vice President for Human Resources, (781-736-4456, Bernstein Marcus) for assistance.

If a victim reports to law enforcement, the police may assist him or her in obtaining a restraining order from a criminal court. Brandeis University is committed to ensuring that any such order is fully upheld on all institutionally-owned and controlled property. Brandeis is also committed to protecting victims from any further harm. The Dean of Students Office may issue a temporary no-contact order pending the outcome of any conduct proceeding.

Victim Confidentiality

Brandeis University recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including cases in which criminal prosecution is pursued, may be made public unless, under Massachusetts Public Records Law chapter 265 section 24C, the alleged crime is rape. According to the law, "any records of the court or any police department or any of its political subdivisions which contains the name of the victim in an arrest, investigation, or complaint for rape or assault with intent to rape... shall be withheld from public inspection, except with the consent of a justice of such court where the complaint or indictment is or would be prosecuted."

Brandeis will not release names when police issue "timely warnings" or "emergency notifications," or in the "daily crime log," all of which are required by the Clery Act. Any accommodation or protective measure will be confidential unless the confidentiality interferes with the Clery Act's implementation.

Reports made to Brandeis officials will be kept confidential, and identifying information about the victim will not be made public, unless the report relates to a juvenile, pursuant to section 51A of chapter 19 of Massachusetts General Laws. Reports made to medical professionals, licensed mental health counselors, and pastoral counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Bystander Intervention and Risk Reduction

Our primary strategy to mobilize bystanders at Brandeis has been a multiple-dose, varied method trainings customized for both undergraduate and graduate students, as well as customized for particular social or academic groups upon request. This entails an introductory online training through CampusClarity that touches on bystander intervention for all incoming undergraduates. For undergraduate new student orientation, we introduce our bystander framework-- adapted from the Bringing in the Bystander curriculum from UNH-- before the students watch Speak About It, a vignette performance that centers on consent and bystander intervention. All incoming graduate students also have the option to receive 30-120 minutes of training on Bystander Intervention, Consent & Healthy Relationships, Supporting Survivors, and other custom topics based on their programs and roles; some programs require this while others encourage it. During the academic year, we offer many opportunities for any student to attend our full 90-minute Bystander Intervention training (also founded in the Bringing in the Bystander curriculum), entitled "'DEIS just won't roll with it.'" Student leaders in particular are strongly encouraged to attend this training annually, and student athletes are required. We train students to recognize situations that perpetuate systemic violence and/or could escalate to violence and to intervene accordingly, always keeping their own safety in mind. We provide at least online and 30-minutes of training to all new students each year, and provide full-length training to about one-third of undergraduates annually; our training for graduate students was previously fairly limited, but is growing.

Education Programs

Brandeis University is committed to increasing the awareness of and to preventing sexual and relationship violence. All incoming students and new employees are provided with training meant to help prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs. This includes a clear statement that Brandeis prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include but are not limited:

- Ongoing passive campaigns in most campus restrooms to raise awareness of resources for survivors and their loved ones

- Domestic Violence Awareness Month programming in October, changes annually but can include programs such as The Red Flag Campaign
- Sexual Assault Awareness Month programming in April, changes annually but can include programs such as Take Back the Night and Denim Day
- Providing additional training and programming for other students and employees as needed and on request
- The Undergraduate orientation program sponsored Speak About It for all incoming undergraduate students in January and August of 2018. This program incorporates improvisation, humor, education, and audience interaction to provide a provocative look at dating, sex, and the core issue of consent. Additionally, full-time staff members and student leaders of the Prevention, Advocacy and Prevention Center (PARC) spoke to all new students in January and August 2018. PARC educated students on the 5 D's of bystander behavior as well as the resources it offers all students at Brandeis. The Brandeis community values and appreciates the actions of proactive students. Where students learn how the smallest actions can make the greatest difference to friends and peers.
- The Office of Graduate Student Affairs worked with the Office of Prevention Services to provide an in person training, "Consent Matters," to all incoming graduate students during orientation, and required all graduate students with teaching responsibilities to attend a training on being a responsible reporter under Title IX.
- The Office of Human Resources conducts new employee orientations for all staff and faculty employees that covers Brandeis' Non-Discrimination and Harassment policies/Title IX/Campus SaVE and preventing sexual harassment (PSH) awareness training.
- Community Living training included Being and Active Bystander at Brandeis where Community Advisers were briefed on Title IX and how it applies to sexual assault and misconduct, as well as their roles as mandated reporters within the residence halls. There were also presentations about the University conduct system on documentation of incidents and reporting; and presentations from the Department of Public Safety, and Human Resources. All CAs posted information on their bulletin boards about resources.

Conduct Proceedings

Brandeis University is committed to and strives to create an educational environment free of discrimination, harassment and sexual misconduct. Brandeis prohibits discrimination and harassment on the basis of race, color, national origin, ethnicity, sex, pregnancy, sexual orientation, gender identity/expression, including transgender identity, religion, disability, age, genetics, active military or veteran status and any other characteristics protected under applicable federal or Massachusetts law, known as “Protected Categories.” Brandeis also prohibits sexual misconduct which can include sexual assault, sexual exploitation, stalking, and relationship violence (including dating and domestic violence).

This Policy applies to all students. This Policy applies to conduct occurring on-campus and to off-campus Brandeis programs, activities or events (including, but not limited to any national or international University-sponsored or University-led trips). This Policy may also apply to conduct that may have occurred off-campus but that has an impact on the Brandeis community.

On occasion, the person accused of discrimination, harassment or sexual misconduct may be someone who is not affiliated with Brandeis University. Under those circumstances, the University’s ability to respond to the incident may be limited. Brandeis can provide information about support resources available both on and off campus to members of the University community who experience this type of conduct. The University can also provide information regarding any off-campus options that may be available to address the conduct, including referring the matter to law enforcement or another institution. When appropriate, Brandeis has the discretion to restrict a non-affiliated person’s access to campus or other Brandeis property.

There may also be occasions where a non-affiliated person or third party has experienced discrimination, harassment or sexual misconduct which is alleged to have been committed by a Brandeis student, which may or may not have occurred on campus or at a University program, activity or event. When the person who experienced the conduct is not a University affiliate, Brandeis maintains the option to exercise discretionary jurisdiction over that incident under certain circumstances. Concerns that are raised by a non-affiliated person or third party should be referred to the Office of Equal Opportunity (oeo@brandeis.edu; 781-736-4806) for a determination regarding whether Brandeis will exercise discretionary jurisdiction over a non-affiliate complaint. In determining whether to exercise discretionary jurisdiction over these types of matters, Brandeis will consider, among other factors, what effect the off-campus conduct has on the University community and what information may be available regarding the alleged conduct. The University reserves the right to conduct an inquiry into the allegations before making a determination regarding whether to exercise discretionary jurisdiction over the matter.

A. Informal Resolution Process

An initiating party reporting an alleged violation(s) of this Policy has the option to request an Informal Resolution Process, when permissible, against a student. Informal methods of resolution may include, but are not limited to, conflict resolution, mediation, restorative justice, facilitated conversations, counseling, training and/or educational conversations or projects. Any informal resolution must adequately address the concerns of the initiating party and responding party, as well as the overall

interest of the University in stopping, remedying, and preventing policy violations. When the incident involves sexual assault or violence, an informal resolution may not be appropriate and may not be an available option. In those cases, the Director of the Office of Equal Opportunity (or their designee) will make the determination regarding whether the Informal Resolution Process is an appropriate option. This Informal Resolution Process is available to students and, in some cases, non-affiliated parties. If a party wishes to pursue an informal resolution for a violation of this Policy, they would need to speak with the Office of Equal Opportunity (OEO) (781-736-4806; oeo@brandeis.edu) who will review the details of the alleged violations. If the situation is deemed appropriate for the Informal Resolution Process, OEO will contact the responding party to discuss whether they would be willing to participate in this process. Entering into the Informal Resolution Process is voluntary, and both the initiating party and responding party must agree to participate. If the parties agree to the Informal Resolution Process, the Office of Equal Opportunity (or an assigned designee) will attempt to facilitate a resolution that is agreeable to both the initiating party and the responding party. Either party has the option to discontinue the informal process at any time, and may also request that the Formal Resolution Process be initiated instead. The University also has the discretion to terminate the Informal Resolution Process and initiate the Formal Process as deemed appropriate. The parties should understand that information gathered during the Informal Resolution Process cannot later be used in a Formal Resolution Process without permission from the parties. At the conclusion of the Informal Resolution Process, both the initiating party and responding party will receive simultaneous written notice of the final outcome. Engaging in the Informal Resolution Process does not preclude a party from later pursuing the Formal Resolution Process. However, if the Informal Resolution Process results in a resolution agreement between the parties, the initiating party and responding party may agree that this will be the final resolution of this matter.

B. Formal Resolution Process

An initiating party reporting an alleged violation(s) of this Policy may have the option to pursue a Formal Resolution Process against a student. This formal process is initiated through the Office of Equal Opportunity (OEO) (781.736.4806; oeo@brandeis.edu). An initiating party wishing to pursue this process would need to speak with OEO who will review the details of the alleged violations to determine if that behavior falls within the scope of this Policy. Prior to initiating a Formal Resolution Process, OEO may conduct an inquiry into the allegations if necessary to understand that nature and scope of the alleged policy violation.

University Need to Proceed/ Campus Safety: The University affirms the right of the person who experienced the conduct to maintain control of the decision of whether to initiate in any process to address discrimination, harassment or sexual misconduct. When the person who experienced the conduct chooses not to move forward with a Resolution Process and/or requests that their identity not be disclosed to the accused, they should understand that the University, in respecting those wishes, will have a limited ability to meaningfully respond to the incident. In most cases, the University cannot address concerns that have been submitted anonymously or where the person who experienced the conduct does not want their identity to be revealed. Under limited circumstances, when the conduct at issue poses a threat to campus safety (which includes, but is not limited to, the involvement of physical violence, the use of weapons, an ongoing threat, the involvement of a minors or repeat

offenders/multiple victims), the University may be compelled to move forward even when the person who experienced the conduct does not wish to be involved.

1. Initiating a Complaint Under the Formal Resolution Process

The Formal Resolution Process against a student may be initiated in two ways – through an initiating party complaint or through a University-initiated administrative complaint. Please note that in most cases the Formal Resolution Process cannot be initiated through information submitted anonymously.

a. Initiating Party Complaint

In order for an individual initiating party to commence the Formal Resolution Process against a responding party, they would need to speak with the Office of Equal Opportunity (OEO) (781-736-4806; oeo@brandeis.edu). To initiate this process, the initiating party would need to:

- i. Provide a statement, either written or oral, to OEO outlining the details of the incident(s), including the name of the responding party(s), the date and location of the incident(s) and any witnesses who may have information about the incident(s). The initiating party should also identify any documents that may be available regarding the incident(s), including emails, text messages, journal entries or other social media posts. The initiating party should understand that any information gathered through the course of this process will be shared with the responding party.
- ii. Review a Privacy/Non-Retaliation Acknowledgement, acknowledging that they have been advised about the prohibition against retaliation and that they have been advised about the importance maintaining discretion and privacy regarding the complaint to protect the integrity of the process.

b. University-Initiated Administrative Complaint

Brandeis has the option to independently initiate a disciplinary complaint against a student under the Formal Resolution Process, called an Administrative Complaint. This type of complaint may be initiated in situations where the person(s) who experienced the alleged conduct is unable or uninterested in initiating the process or the conduct at issue poses a threat to campus safety (which includes but is not limited to the involvement of physical violence, the use of weapons, an ongoing threat, the involvement of minors or repeat offenders/multiple victims). This type of complaint can also be initiated when the conduct is discovered by the University (rather than through a report). The Office of Equal Opportunity has the option to initiate an Administrative Complaint when sufficient information is available regarding the incident to provide the responding party with adequate notice of the complaint. To obtain sufficient information about the incident, usually an account of the incident from the person(s) who experienced the alleged conduct will be required. In this type complaint, the University will act as the initiating party and the complaint will follow the process outlined below. The person who experienced the alleged conduct will be considered a witness in an Administrative Complaint and will be given the option to be as involved or as uninvolved as they wish. Despite being designated as a witness in an Administrative Complaint, the person(s) who experienced the alleged

conduct will be given the option to review the Investigative Report and will have the option to receive a final written notification of the outcome of the process (as discussed below). Due to privacy considerations, reporting parties who are not the person who experienced the alleged conduct will not be given the opportunity to review the report or receive a copy of the final written notification of the outcome, but may be generally notified of the outcome of the process at the discretion of the Office of Equal Opportunity.

2. Notice to the Responding Party

After the complaint has been initiated, the responding party will receive a written Notice of Complaint outlining the allegations raised and providing information about the Formal Resolution Process. The Responding party will then have the opportunity to meet with the Office of Equal Opportunity to review the Notice of Complaint and discuss the Formal Resolution Process. At this point in the process, the responding party has the option to accept responsibility for the conduct outlined in the Notice of Complaint. If the responding party accepts responsibility, the complaint would be referred to the Dean of Students Office for sanctioning in accordance with the appropriate sanctioning process. If the responding party chooses to accept responsibility, such acceptance cannot be withdrawn. If the responding party does not accept responsibility for the alleged conduct, then the Responding party:

- a. Has the option to provide a statement, either written or oral, to the Office of Equal Opportunity outlining their response to the complaint. The responding party should also identify any witnesses who may have information about the incident(s) and any documents relevant to the incident(s), including emails, text messages, journal entries or other social media posts. The responding party should understand that any information gathered through the course of this process will be shared with the initiating party.
- b. Will review a Privacy/Non-Retaliation Acknowledgement, acknowledging that they have been advised about the prohibition against retaliation and that they have been advised about the importance maintaining discretion and privacy regarding the complaint to protect the integrity of the process.

The process will then proceed to Investigation. If additional possible policy violations are identified during the course of the process, responding party will be notified of those issues in writing through an Amended Notice of Complaint.

If the responding party chooses not meet with the Office of Equal Opportunity, they should understand that the Resolution Process will still continue to Investigation, which will be started without the benefit of their input. During the Investigation, the responding party will be given the opportunity to participate in an interview and provide information to the Investigator regarding the allegations of the complaint. Similarly, if a responding party chooses not to cooperate with the Investigator or participate in the Investigation, the complaint will still be adjudicated without the benefit of input from the responding party. The Investigator will reach out to the responding party to schedule these meetings. If the responding party does not respond or attend a meeting with the Investigator within 10 business days after that initial contact, the responding party's opportunity to participate in the process will close. The responding party would then have waived their right to be heard and to participate in the process by failing to respond or attend a meeting with the Investigator.

3. Investigation

The Formal Resolution Process against a student does not involve a hearing. Instead, the Director of the Office of Equal Opportunity, Sonia Jurado (781.736.4802; sjurado@brandeis.edu) (or their designee), will assign one Investigator to the complaint, who will be responsible for gathering information regarding the allegations raised. Brandeis reserves the right to assign additional investigators to a matter as deemed necessary by the Director of OEO (or their designee) at their discretion. The initiating party/responding party should inform the Investigator about what information they believe is relevant to the complaint and do their best to preserve any information they may have in their possession. The initiating party/responding party should understand that it is best to provide the Investigator with all of the relevant information as early in the process as possible. However, the scope of the Investigation may not be limited to information provided by the initiating party/responding party or to the allegations in the Notice of Complaint. In all cases, the Investigator will conduct a prompt, equitable, fair, thorough and impartial investigation into the allegations raised, reviewing all information deemed to be relevant by the Investigator. Investigations will be conducted by investigators who have been specially trained to address issues of discrimination, harassment and sexual misconduct.

In order for the Investigation to be conducted in a timely manner, it is important that initiating party/responding party and witnesses make themselves reasonably available to the Investigator, including over holidays and breaks. The initiating party/responding party and witnesses should know that they have an obligation to comply with instructions from University officials, including the Investigator. The initiating party/responding party and witnesses also have the obligation to provide true and complete information to the Investigator. The refusal to cooperate with the Investigator or failing to provide true and complete statements, may result in disciplinary action. In cases where an initiating party or responding party refuse to cooperate with the Investigator, a finding on the complaint will still be made without the benefit of input from that party.

During the course of the investigation, the Investigator may utilize some or all of the following information or procedures, at their discretion, and in whatever order the Investigator deems most appropriate.

- a. *Documents:* The Investigator will review any statements provided by the initiating party/responding party. At the beginning of the Investigation, the initiating party/responding party should also identify all documents which they believe may be relevant to the complaint, including both paper and digital items, such as text messages, journal entries, e-mails and other social media communications. If they are not in possession of those documents, the initiating party/responding party should identify who may have those materials. It will be the responsibility of the Investigator to try, to the best of their ability, to gather the identified information outside the possession of the parties. As determined by the Investigator, any documents or information deemed to be material to the complaint and that will be used in the Investigative Report will be disclosed to both initiating party/responding party for comment or rebuttal during the course of the Investigation.
- b. *Initiating Party/Responding Party Interviews:* The Investigator will interview the initiating party and responding party separately. This meeting is an opportunity for the party to discuss their recollection of the event(s) in question, supplement any statements previously submitted, voice

any concerns, and to work with the Investigator to determine what additional information may be helpful in the Investigation of the allegations. The Investigator may interview the initiating party and responding party more than once, as necessary, at the discretion of the Investigator. During this interview, the initiating party/responding party will have the opportunity to learn about the evidence gathered in the Investigation to date and the Investigator will provide them with an opportunity to comment or respond to that information. There will be no opportunity for the initiating party and responding party to question each other directly. However, each party will have the opportunity to submit written or oral questions to the Investigator that they would like to have submitted to the other party. The Investigator will then ask those questions, as deemed appropriate by the Investigator at their discretion, of the opposite party. If additional policy or code violations have been identified by Investigator during the course of the Investigation, the parties will be notified of those issues in writing and will be given an opportunity to respond. The Investigator will reach out to the initiating party/responding party individually to schedule these meetings. If the initiating party/responding party does not respond or attend a meeting with the Investigator within 10 business days after that initial contact, the initiating party/responding party's opportunity to participate in the process may close. The initiating party/responding party waive their right to be heard and to participate in the process by failing to cooperate with the Investigator.

- c. *Witnesses:* The Investigator will interview any witnesses identified by the initiating party/responding party that the Investigator deems to be relevant to the resolution of the complaint, at their discretion. Please note that character witnesses are not considered relevant to this process. The initiating party/responding party can both identify witnesses for the Investigator and can tell a person they have been identified as witnesses and that they may be contacted by the Investigator. However, the initiating party/responding party should refrain from discussing any details of the complaint with witnesses in order to preserve the integrity of the Investigation. Witnesses should not be intimidated, threatened, or improperly influenced in any way by either the initiating party or responding party or through others (e.g. friends, family members, attorneys, etc.). Any attempt to threaten, intimidate or the otherwise improperly influence the testimony of a witness may result in a separate disciplinary action by the University. The Investigator may also interview any other person(s) that they believe may have information relevant to this matter. The Investigator will employ best efforts to interview relevant witnesses who are no longer on campus or in the Boston area, attempting to contact them by phone or internet (i.e. Skype, FaceTime, etc...). Witnesses will review a Privacy/Non-Retaliation Acknowledgement, acknowledging that they have been advised about the prohibition against retaliation and that they have been advised about the importance maintaining discretion and privacy regarding the complaint to protect the integrity of the process and the privacy interests of the parties.
- d. *Expert Witnesses:* The Investigator reserves the right, at their discretion, to consult with any experts which they deem necessary to the determination of the facts of this case. An expert witness may be consulted to review or provide a professional opinion regarding information discovered in the Investigation including, but not limited to, rape kits and toxicology reports.

4. Investigative Report and Review

Once the Investigation has been completed, the Investigator will prepare a report summarizing and analyzing the relevant facts obtained through the Investigation, noting any supporting documentation or statements. The Investigator will draw conclusions regarding the credibility of statements by the initiating party, responding party, witnesses and the reliability of documentation. The Investigator will also identify any undisputed facts from the Investigation. Once the report is complete, the initiating party and responding party will each be given the opportunity to independently review the Investigative Report and any referenced supporting documentation. The manner of review (i.e. in person, electronically, otherwise) of the Investigative Report by the party will be determined by the Investigator. The Investigation Report should not be shared or circulated in any manner by the parties. If the initiating party or responding party are not responsive to the Investigator's attempt to schedule a report review for a period of more than seven (7) business days, the Investigator will assume the initiating party/responding party do not wish to review the report and the Investigation will be closed. If the initiating party/responding party chose to review the Investigative Report, they will have the option (but are not required) to provide written comments regarding the Investigative Report within five (5) business days after they have been given access to that document. Those comments should contain the parties' thoughts and reflections on the content of the Investigative Report and should be written by the parties (submissions by third parties, such as friends, family, advisors or attorneys may not be considered). Only comments to the Investigative Report that are submitted in writing to the Investigator will be considered in the process.

After receipt of the comments from the parties (if any), Investigator has the discretion to engage in further investigation regarding that information if deemed necessary, at their discretion. The parties should note that new information raised during the report review may prolong the conclusion of the Resolution Process. Based on the submitted comments from the parties and the results of any additional investigation, the Investigator will have the option to prepare a written addendum to the report outlining that information and referencing the Investigation as relevant to the addendum. If an addendum to the report is created, the initiating party/responding party will each be provided with the opportunity to independently review the addendum, but there will be no additional opportunity to provide comments. If the initiating party/responding party are not responsive to the Investigator's attempt to schedule a review of the addendum for a period of more than ten (10) business days, the Investigator will assume the initiating party/responding party do not wish to review that document. Once the addendum has been completed and the initiating party/responding party have been notified of the opportunity to review it, the Investigation will be closed.

5. Determination of Responsibility and Assignment of Sanctions

Once the Investigation has closed, the Investigator will submit the Investigative Report, supporting documentation referenced in the report and the addendum, if any, to a Decision-Making Panel of three people. The Decision-Making Panel will consist of three University employees (staff or faculty) who have been trained in the resolution of issues of discrimination, harassment and sexual misconduct. The three panel members will be chosen at the sole discretion of the Director of the Office of Equal

Opportunity (or their designee), and their names will be communicated to the initiating party and responding party during their review of the Investigative Report. If either the initiating party or responding party believes there is a possible conflict of interest with any of the members of the Decision-Making Panel, it must be communicated to the Director of the Office of Equal Opportunity immediately. The Director (or their designee) then has the discretion to assign a different member to that panel. Once the Investigative Report has been submitted to the Decision-Making Panel for consideration, there will be no further opportunity to raise potential conflicts of interest.

Director of the Office of Equal Opportunity (or their designee) will consult with the Decision-Making Panel about any questions they may have about the process or the resolution of the complaint. The Decision-Making Panel can also submit questions to the Investigator as deemed necessary.

The Decision-Making Panel will review the Investigative Report and the supporting documentation and determine whether they believe the responding party violated this Policy. The Decision-Making Panel will make a finding that the responding party is either *Responsible* or *Not Responsible* for violating this Policy. The decision of the Decision-Making Panel will be made on the *preponderance of the evidence* standard -- that is whether the facts presented in the Investigative Report support a finding that it is more likely than not that Brandeis University policy was violated. The Decision-Making Panel will base its finding solely on the information presented in the Investigative Report, supporting documentation referenced in the report and the addendum, if any. The finding of the Decision-Making Panel will be made by a majority. The Decision-Making Panel will issue a written decision of their findings which will be submitted to the Director of the Office of Equal Opportunity (or their designee). If the responding party is found Not Responsible for violating University policy, the initiating party and responding party will both be notified by the Dean of Students Office simultaneously in writing of the final outcome, the option to appeal and an explanation of when that outcome becomes final. The written final outcome will include the decision from the Decision-Making Panel.

If the responding party is a student and is found Responsible for a violation of University policy, the matter will be referred to the Dean of Students Office who will assign the appropriate sanctions or remedies. The determination regarding sanctions will include a consideration of any other disciplinary history the responding party may have with the University as outlined in the Rights & Responsibilities Handbook, Section 20. Sanctions for a responsible finding may include, but are not limited to, denial of privileges, disciplinary warning, disciplinary probation, suspension, dismissal and any other sanction noted in the Rights and Responsibilities handbook. Both the initiating party and responding party will be simultaneously notified in writing of the Notice of Final Outcome (which in some cases may not include a disclosure of the assigned sanction), the option to appeal and an explanation of when that outcome becomes final. The written final outcome will include the decision from the Decision-Making Panel.

6. Appeals

Both the initiating party and responding party are entitled to one appeal of the Notice of Final Outcome to the complaint. If the initiating party or responding party did not participate in the Investigation, as determined by the Office of Equal Opportunity, that party will not have a right to appeal the final outcome. An appeal must be submitted in writing to the Office of Equal Opportunity (OEO (oeo@brandeis.edu)) within five (5) business days of the receipt of the written final outcome. The

individual who files an appeal is known as the appellant. The appellant must submit an Appeal Form with their appeal which is available from OEO. If an appeal is not received within five (5) business days, the outcome will be considered final and the Formal Resolution Process will be permanently closed.

An appeal can only be submitted by the initiating party or responding party in writing. Appeals submitted by third parties (e.g. friends, family, attorneys) will not be considered.

There are only two grounds on which an appeal can be filed – procedural error and new information. The written appeal must specifically state under which of these two grounds the appeal is being filed. The appeal is not a new fact-finding process. Although an initiating party/responding party may disagree with the finding, that alone is not a basis for appeal. Instead the appeal must set forth under which of the two grounds the appeal is filed. Appeals which do not comply with these requirements will not be considered, as determined by the Director of the Office of Equal Opportunity (or designee). The non-appealing party will be given a copy of the appeal and will have an opportunity to respond to the assertions made by the appellant, in writing, within five (5) business days after receipt.

The two grounds for appeal are:

1. Procedural Error: The appellant alleges that (i) the procedural requirements of the Formal Resolution Process were not followed and (ii) that deviation from the process had an adverse impact on the outcome of the complaint against the appellant.
2. New Information: The appellant alleges that, subsequent to the issuing of the final outcome, new information became available which could have impacted the outcome of the complaint. The appellant must: (i) present the new information; (ii) show why it was unavailable prior to the final outcome; and (iii) show that the new information could have altered the outcome of the complaint. If new information is presented, the appeal panel has the option to ask the Investigator to reopen the Investigation regarding that information.

The appeal will be decided by a University Appeals Board (UAB) of three people. The UAB will consist of three staff or faculty who have been trained in the resolution of issues of discrimination, harassment and sexual misconduct. The members of the UAB will include different individuals from those who served on the original Decision-Making Panel. The three UAB panel members will be chosen at the sole discretion of the Director of the Office of Equal Opportunity (or their designee), and their names will be communicated to the initiating party and responding party. If either the initiating party or responding party believes there is a possible conflict of interest with any of the UAB members, it must be communicated to the Director of the Office of Equal Opportunity immediately. The Director (or their designee) then has the discretion to assign a different member to the UAB. Once the appeal has been submitted to the UAB for consideration, there will be no further opportunity to raise potential conflicts of interest.

The decision on the appeal does not involve a hearing, but instead is a paper process. In reviewing an appeal, the UAB will be given the Notice of Complaint, the Investigative Report and any supporting documentation, the addendum, if any, the Notice of Final Outcome, the appeal submission and any response, and the results of any additional investigation. The UAB will make its finding based on their review of these documents. The UAB has the option to *Dismiss* the appeal as untimely, failing to state a proper ground for appeal, or by finding that the requirements for the appeal grounds chosen have not been met. The UAB also has the option to *Grant* the appeal. If the UAB grants the appeal, in student

cases the matter will be referred to the Dean of Students Office who will decide whether to uphold or modify the final outcome on the complaint. Both parties will receive simultaneous written notice of the outcome of the appeal. In any case, the parties will be simultaneously notified in writing of the Outcome of Appeal. During the academic year, the University strives to complete the appeal process within 15 business days from the receipt of the appeal. If additional investigation is required regarding new information, more time may be needed to complete the appeal.

C. Other Considerations

1. Amnesty

The University recognizes that students may be concerned about reporting discrimination, harassment or sexual misconduct believing that other behavior they were engaged in might subject them to disciplinary action. While the University does not condone any type of policy violation, when incidents of discrimination, harassment or sexual misconduct are reported, witnesses, initiating parties and responding parties should be assured that the focus is on the reported behavior, not on whether someone was, for example, using alcohol or drugs at the time. In situations involving allegations of discrimination, harassment or sexual misconduct, the University will, to the extent allowed by applicable laws and University policy, seek to make the allegations of discrimination, harassment or sexual misconduct the focus of any investigation or disciplinary action. In such circumstances, the University may give amnesty regarding other minor conduct violations, including but not limited to as:

- Underage drinking
- Individual drug use
- Unregistered party

The decision regarding whether to grant amnesty will be made by the Office of Equal Opportunity (OEO), in consultation with the Dean of Student Office. It is important to remember that, under this Policy, a person's use of alcohol or drugs does not excuse their behavior, including sexual misconduct. Also, a person who uses alcohol or drugs is not responsible for being subjected to conduct that violates this Policy.

2. Right to Investigate and Decide Other Conduct Violations

The Investigator has the discretion to pursue information regarding any other alleged violations of University Policy that may be identified through the Resolution Process. This does not include the type of conduct where the University may grant amnesty (as discussed above). The Investigator will not be restricted to only investigating the violations alleged in the complaint, if other conduct violations are discovered in the course of the Investigation. When additional conduct concerns have been identified, the Office of Equal Opportunity (OEO) will consult with the Dean of Students Office to decide if and how such allegations will be addressed. If this conduct will be addressed through the Resolution Process, the initiating party and responding party will be notified through an Amended Notice of Complaint.

3. Criminal Conduct

Some of the behaviors addressed by this Policy may also constitute violations of criminal law. The University will conduct its own investigation and adjudication of a complaint under this Policy, regardless of whether the alleged conduct is also being pursued through the civil or criminal justice system. The University will comply with any law enforcement requests for cooperation regarding its Investigation under the Resolution Process. At times, that cooperation may require the University to temporarily suspend its Investigation while law enforcement gathers information. The University will promptly resume its Investigation as soon as it is notified that doing so would not impede any law enforcement activities. The University reserves the right to restrict a student's access to the campus if criminal charges are filed against that individual.

4. Family Notification

The University views students of legal age as adults. As such, parent(s), guardian(s) and/or spouse(s) will not be notified when a complaint is filed by or against a student under the Resolution Process. Students are encouraged to inform their family if they are involved in a complaint. Parent(s), guardian(s) and/or spouse(s) of students with questions about a pending complaint should understand that information may only be shared consistent with the Family Educational Rights and Privacy Act (FERPA). All communication regarding the Resolution Process will only be directed to the student involved and not to third parties, including family members, support persons/advisors, or attorneys.

5. Maintenance of Records

After the parties have been notified of the final written outcome of a complaint and any appeals have been decided, the Formal Resolution Process will be considered closed. At the close of the process, the Office of Equal Opportunity (OEO) will maintain its investigative files which will include, but is not limited to, the Notice of Complaint (and any amendments), the Investigative Report and any supporting documentation, the addendum, if any, the Notice of Final Outcome, any appeal submission and any responses, the results of any additional investigation, and the Outcome of Appeal, if any. The Notice of Complaint, Notice of Final Outcome and Outcome of Appeal, if any, may also be kept in an individual's student conduct records or personnel file as appropriate and in accordance with the record retention policies or practices of that department. All other documentation regarding the complaint will be destroyed after the Formal Resolution Process has closed.

D. Rights

Students involved in the Resolution Process or who report incidents of discrimination, harassment or sexual misconduct have certain rights under this Policy and applicable laws. All individuals have the right to:

1. Have disclosures of discrimination, harassment and sexual misconduct, including sexual assault, sexual exploitation, stalking, and relationship violence treated seriously by the University.

2. Seek support services such as health and counseling services, advocacy services, schedule and housing changes, academic support and/or work adjustments, as applicable.
3. Notify law enforcement of the incident and seek their involvement if applicable. They also have the option to decline to involve law enforcement.
4. Participate in a Resolution Process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Have one support person or advisor of their choice present at all meetings with administrators in the Resolution Process.
6. Receive notification in writing of the outcome of any Resolution Process.

A complete copy of Rights and Responsibilities can be found at <http://www.brandeis.edu/studentaffairs/srcs/rr/>.

For additional information about employee conduct proceedings please consult Human Resources or <https://www.brandeis.edu/humanresources/policies>.

Defining Rape and Sexual Assault

In Massachusetts rape is defined as sexual intercourse or unnatural intercourse by a person with another person who is compelled to submit by force and against his or her will or by threat of bodily injury or sexual intercourse or unnatural sexual intercourse with a child under the age of sixteen.

Staff at the University understand these processes and definitions can be confusing, especially if you've recently been victimized. Victims often have difficulty reporting a sexual assault for numerous reasons. These include knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, and fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s (he) has a medical exam. Contact a close friend or relative, if possible, who can provide support and accompany the victim to the medical exam and/or the

Brandeis police department. Advocates from the Women's Resource Center can also be available to the victim to provide support.

- Get medical attention as soon as possible – An exam may reveal the presence of a physical injury, of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness, or other circumstances suspicious for a drug-facilitated assault, a urine test may be done (if the victim presents within 96 hours). Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Contact the Brandeis police – Sexual assault is a crime. It is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting a crime. The decision to prosecute may be made at another time. The final decision to prosecute is determined by the district attorney's office.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.

Prohibition on Retaliation

Retaliation is an adverse or negative action taken against an individual for reporting concerns about discrimination, harassment or sexual misconduct, participating in a resolution process or investigation or otherwise exercising their rights under this Policy. A retaliatory adverse action can include (but is not limited to):

- Hostility
- Intimidation
- Threats or verbal abuse
- Exclusion
- Different treatment
- Harassment

Retaliation against anyone who files a complaint of discrimination, harassment or sexual misconduct and/or who participates in an inquiry or investigation into those behaviors is strictly prohibited. Any person who retaliates against an individual for reporting discrimination, harassment or sexual misconduct and/or for participating in an inquiry or investigation is subject to disciplinary action up to and including dismissal from the University or termination. Brandeis has the discretion to address issues of retaliation through the Resolution Process Resolution in this Policy or through a student conduct process or human resource process. The Office of Equal Opportunity, in consultation with the Dean of Students Office and/or Human Resources, will have the discretion to decide what process will be utilized to address incidents of retaliation on a case by case basis.

Sex Offender Registration – Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community of where members of the community may obtain law-enforcement agency information provided by a state concerning registered sex offenders. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Members of the Brandeis Community may access law-enforcement agency sex offender information maintained by the city of Waltham Police Department at <http://www.city.waltham.ma.us/police-department/pages/sex-offender-registration>

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by the Brandeis University Department of Public Safety and other Brandeis offices, Brandeis has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to extend our efforts on emergency preparedness and prevention, Brandeis University has established a behavioral threat management team. The objective of the behavioral threat management team (BTMT) is to put in place a structured process for evaluating potentially threatening situations that occur at Brandeis. The multi-disciplinary team is comprised of members from around the Brandeis community.

Weapons Policy

The University prohibits the possession or use, on University property, of all firearms (including blank pistols and replicas, bb guns, and pellet guns), explosives, knives (of any length), fireworks, nunchucks, paintball guns, or other articles or substances usable as weapons. All such items are prohibited at Brandeis.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the director of public safety.

The Department of Student Rights and Community Standards

The Department of Student Rights and Community Standards offers students educational opportunities for personal growth and values clarification. Our aim is to educate the campus about issues central to the mission of the institution, and to react to inappropriate behavior in a fair and responsive manner. The DSRCS staff provides education and outreach efforts regarding alcohol and other drug use, student involvement on campus, and leadership development.

The Student Conduct Process is based on established expectations and standards of behavior at Brandeis as described in Rights and Responsibilities, and also relies on a peer judgment model. At the heart of this process is the Student Conduct Board. A panel of students, faculty, and staff that hears select cases of alleged student misconduct.

Core Values

The Division of Student Affairs seeks to support a community based upon mutual understanding and consideration, in support of the Division's core values:

- **Citizenship** Every individual has a vested interest in the well-being of the community, and therefore, has an obligation to stay informed, to make positive contributions, and to offer assistance to those who need our help.
- **Integrity** Every person is responsible for the consequences of his or her own actions, and our community is stronger when we contemplate the context of our decisions, and uphold the principles of sincerity, trust, and honesty.
- **Respect** Our community is one in which care and concern for ourselves and one another are of paramount importance. Our words and deeds reflect our appreciation for theory and practice, institutions, and individuals, tradition and innovation.
- **Civility** Regardless of differences in opinions or background, our conduct must demonstrate courtesy and compassion, and reflect our recognition of the dignity of every human being.
- **Lifelong Learning** Each of us is both teacher and student. We regard each moment as an opportunity to share a learning experience with others, and we accept challenges for the advancement of the community as a whole.
- **The Embrace of Diversity** Because our lives are richer the more we are exposed to a full range of people and experiences, we celebrate human diversity, and strive for the broadest representation of perspectives in all that we do.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and related procedures.

In the event that a student, faculty, or staff member is reported missing, the Brandeis University Police Department follows specific steps, described below, to investigate the person's location. Brandeis University police strongly recommend all students register confidential contact information that can be used in the event that a student over the age of 18 is determined missing for a period of more than 24 hours. Students may designate an emergency contact through the SAGE records system by accessing the emergency contact page. Only authorized officials may access this confidential contact information and only for a missing person investigation.

Provisions

The Brandeis University Police Department thoroughly investigates all persons, including students reported as missing, whether they reside on or off – campus. To report missing people, dial 6-3333 from a campus telephone. You may also report a missing person in person at the Stoneman Building Police Station, which is staffed with professional personnel 24/7. Additionally, you may contact the Brandeis Police by dialing (781) 736-3333 from an outside/non-campus telephone.

If the missing person is a student, Brandeis University Police will follow these procedures: Upon confirmation that a student is missing and cannot be located, the Brandeis University Police supervisor shall notify the Dean of Students Office. If the missing student resides in on-campus housing, the Brandeis University Police supervisor will notify the on-duty area coordinator (AC). The AC should be directed to contact neighbors and friends in the immediate vicinity of the student's room and report any findings to the Brandeis University police supervisor.

- If the missing student residing on campus has been missing for more than 24 hours, a representative of the Dean of Students office will notify the student's designated emergency contact, which is maintained by the registrar's office.
- If the student is under 18 years old and not an emancipated individual, a representative of the Dean of Students Office will immediately notify a custodial parent or legal guardian; and the missing student will be entered into the National Crime Information Center Computer by the Brandeis University Police.

- If a student over 18 years old has not designated an emergency contact, the Brandeis University Police will confer with the Dean of Students Office relative to proper notification.

For international students, the Brandeis University Police supervisor will contact the Office of International Programs for assistance.

The Brandeis University Police supervisor will also notify the Waltham Police Department or other police agency for further information regarding the missing person. The Brandeis University Police supervisor will also contact the counseling center in the event that the student has been receiving counseling, as well as Student Health Services and out-patient emergency rooms in area hospitals.

If the student resides off campus, the Brandeis University Police supervisor will contact a representative of the Department of Community Living, as well as other appropriate university representatives. If the student has not been located within a reasonable period of time, the Office of the Dean of Students may contact the student's parents or others for additional assistance.

Daily Crime and Fire Log

The Brandeis University Department of Public Safety maintains a combined daily crime and fire log of all crime and fire incidents reported to the department. The Department of Public Safety publishes the daily crime and fire log Monday through Friday during business hours. The log is available 24 hours per day to members of the public. This log identifies the type, location, and time of each criminal incident reported to the University police. The local newspaper and the local television and radio stations contact the Department of Public Safety to acquire information from this log. Information deemed newsworthy is published in both newspapers and is broadcast by the local radio and television stations.

The most current 60 days of information is available in the lobby of the Department of Public Safety building located at the Stoneman Building. A copy of any daily crime and fire log will be made available for viewing upon request.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, Brandeis University maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact the detective division at 781-736-4243/4207. Below are some of the programs and services available:

- Operation Identification: engraving valuables to discourage theft, upon request
- Residence Hall Talks: talks with residence at the request of community advises on topics such as personal safety and sexual assault, upon request
- Talks and training with student organizations on the role of campus police and response, annually
- Lighting and door surveys for improvements and repairs, annually
- Office reviews for safety and security, upon request

BRANDEIS UNIVERSITY POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Brandeis University Alcohol and Drug Policy

Brandeis University is a drug free workplace. It is the University's intent to provide a safe and drug-free work environment for students and employees.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol (consistent with federal, state and local laws) by any person is prohibited in or on Brandeis premises, in vehicles owned by Brandeis, at any work site or location at which University duties are being performed by Brandeis employees and students, or as part of any Brandeis activities.

In addition to any actions taken by law-enforcement authorities, the University will take disciplinary action against violators, including, but not limited to referral for prosecution; requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement or continued employment; termination of employment; or dismissal of a student.

Brandeis University acknowledges that there may be University-sponsored events where alcoholic beverages are served. In these cases, it is an employee's responsibility to engage in appropriate conduct when consuming alcohol.

This policy statement is designed to address the University's concerns about substance abuse and to ensure that Brandeis University complies with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Any employee convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to their immediate supervisor, the Office of the Provost or the Office of Human Resources within five days. Failure to comply with this requirement is a separate and distinct violation of this policy and subjects the individual to the sanctions specified above.

This policy applies to all Brandeis employees, including staff, faculty, post-doctoral fellows, temporary employees, and affiliates.

Rights and Responsibilities: Section 5. Responsible Use of Tobacco, Alcohol, and Other Drugs

Community Response to Substance Use: The University's commitment to promoting the health and safety of all members of the Brandeis community, combined with its obligation to uphold local, state, and federal laws, requires clear policies on the possession and use of tobacco, alcohol, and other drugs. Members of the community who sponsor or host programs assume responsibility for compliance with the policies outlined below, and are required to be familiar with guidelines for event sponsorship.

Brandeis University recognizes that the abuse of tobacco, alcohol, and other drugs may present conditions that require professional counseling, assistance, or treatment. If any member of the community is concerned about their use of substances, the counseling center is available to provide on-campus services and/or referrals to community resources. The alcohol and drug counselor/educator is located in the Brandeis University Health Center (781-736-3677). Assessments and counseling are available for students who want to learn more about their own use of substances, reduce or eliminate their use, or discuss concerns about a friend's or family member's use. Substance abuse counseling is a

free service and is confidential. For information, contact the Health Center or check the website: <http://www.brandeis.edu/health/>.

Common examples of illegal drugs, as defined by law, are cocaine, marijuana and heroin. Massachusetts law also prohibits the sale or delivery of alcoholic beverages to persons younger than 21, and prohibits misrepresenting one's age, or falsifying an identification to obtain alcoholic beverages.

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking.
- Clear vomit from the mouth.
- Keep the person awake.
- NEVER leave the person unattended.

Massachusetts Alcohol Laws

The legal drinking age in Massachusetts is 21.

- A person over age 21 may not buy alcohol for a person under 21.
- A person under the age of 21 may not purchase or attempt to purchase alcohol.
- No one without a license to serve alcohol may serve a person under 21.
- It is unlawful for a person under 21 to knowingly to drive a car with alcohol in it unless accompanied by a parent.

Drugs Risks and Consequences

- Alcohol and other drug use during pregnancy increases the risk of physical harm to a fetus.

- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For more information visit: www.drugabuse.gov and <https://www.findtreatment.samhsa.gov/>.

Drug and Alcohol Abuse Education Programs

- Faculty/staff new employee orientation and employee assistant program
- Student programming is done through the alcohol and drug counselor

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Clery Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Brandeis University Department of Public Safety maintains a close relationship with all police departments in municipalities where Brandeis owns or controls property to ensure that crimes reported directly to these departments that involve Brandeis University are brought to the attention of the University Police.

Brandeis University collects the crime statistics disclosed in the charts through a number of methods. University Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer-aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Brandeis University maintains, the statistics below also include crimes that are reported to various CSAs, as defined in this report. The

statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Clery Act Crimes

Murder/Manslaughter – Willful killing of one human being by another.

Negligent Manslaughter –Killing of another person through gross negligence.

Sexual Assault – Offenses that meet the definition of rape, fondling, incest, or statutory rape.

- Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – Taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another in order to inflict severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – Unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

Domestic Violence – A felony or misdemeanor crime of violence committed

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

Hate Crimes – Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (except Arson)— To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice:

- Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity, which distinguishes them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to

the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language or common culture, or often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Crime Statistics Table

Brandeis University											
Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded					
Criminal Homicide											
<i>Murder and Nonnegligent Manslaughter</i>	2016	0	0	0	0	0					
	2017	0	0	0	0	0					
	2018	0	0	0	0	0					
<i>Negligent Manslaughter</i>	2016	0	0	0	0	0					
	2017	0	0	0	0	0					
	2018	0	0	0	0	0					
Sex Offenses											
Rape	2016	6	5	0	0	0					
Fondling	2016	2	2	0	0	0					
Incest	2016	0	0	0	0	0					
Statutory Rape	2016	0	0	0	0	0					
Rape	2017	2	2	0	0	0					
Fondling	2017	5	5	0	0	0					
Incest	2017	0	0	0	0	0					
Statutory Rape	2017	0	0	0	0	0					
Rape	2018	0	0	0	0	0					
Fondling	2018	1	1	0	0	0					
Incest	2018	0	0	0	0	0					
Statutory Rape	2018	0	0	0	0	0					
Robbery											
	2016	0	0	0	0	0					
	2017	1	1	0	0	0					
	2018	0	0	0	0	0					
Aggravated Assault											
	2016	3	3	0	0	0					
	2017	5	3	0	0	0					
	2018	2	1	0	1	0					
Burglary											
	2016	3	3	0	0	0					
	2017	5	3	0	0	0					
	2018	2	2	0	0	0					
Motor Vehicle Theft											
	2016	1	0	0	0	0					
	2017	0	0	0	0	0					
	2018	0	0	0	0	0					
Arson											
	2016	0	0	0	0	0					
	2017	0	0	0	0	0					
	2018	0	0	0	0	0					
VAWA Offenses											
Dating Violence											
	2016	0	0	0	0	0					
	2017	12	11	0	0	0					
	2018	1	1	0	0	0					
Domestic Violence											
	2016	1	0	0	1	0					
	2017	0	0	0	0	0					
	2018	2	2	0	1	0					
Stalking											
	2016	1	1	0	0	0					
	2017	2	1	0	0	0					
	2018	0	0	0	0	0					
Arrests & Disciplinary Referrals		Arrest				Referred for Disciplinary Action					
		On Campus	Student Housing	Noncampus Building or Property	Public Property	On Campus	Student Housing	Noncampus Building or Property	Public Property		
Liquor Law Violations		2016	0	0	0	0	210	0	0		
		2017	0	0	0	0	119	0	0		
		2018	0	0	0	0	161	156	0	4	
Drug Abuse Violations		2016	0	0	0	0	8	59	0	0	
		2017	0	0	0	0	60	58	0	0	
		2018	0	0	0	0	30	28	0	0	
Illegal Weapons Possession		2016	0	0	0	0	0	0	0		
		2017	0	0	0	1	0	0	0	1	
		2018	0	0	0	0	0	0	0	0	
Notes											
Hate crime vandalism with religious bias (swastika) 2017											
Hate crime simple assault on campus with religious bias (2016)											

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on Aug. 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Brandeis University.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Residence Hall Fire Drills

Annual fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the area coordinators, community advisors, The Department of Facility Services, Environmental Health and Safety Department, and the Department of Public Safety.

Student Housing Facility Fire Safety Systems

Residential Facilities	Fire Alarm Monitoring Done On Site BPD	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Carbon Monoxide Detectors	Fire Extinguisher Devices	Number of Evacuation (Fire) Drills Each Academic Year
Massell Quad							
Shapiro A&B	X		X	X		Class A	1
Deroy	X		X	X		Class A	1
Usen	X		X	X		Class A	1
Renfield	X		X	X		Class A	1
East Quad							
Pomerantz/Rubenstein	X		X	X	X	Class A	1
Hassenfeld Krivoff	X		X	X		Class A	1
North Quad							
Reitman	X		X	X	X	Class A	1
Cable	X		X	X	X	Class A	1
Gordon	X		X	X	X	Class A	1
Scheffres	X		X	X	X	Class A	1
Rosenthal Quad							
Rosenthal North	X		X	X		Class A	1
Rosenthal South	X		X	X		Class A	1
Rosenthal East	X		X	X		Class A	1
Charles River Quad							
110 Angleside Rd	X		X	X	X	Class A	1
150 Charles River Rd	X		X	X	X	Class A	1
164 Charles River Rd	X		X	X	X	Class A	1
178 Charles River Rd	X		X	X	X	Class A	1
567 South St.	X		X	X	X	Class A	1
Foster Mods							
Foster Mods Upper	X		X	X		Class A	1
Foster Mods Lower	X		X	X		Class A	1
Ziv Quad							
Ziv 127	X		X	X	X	Class A	1
Ziv 128	X		X	X	X	Class A	1
Ziv 129	X		X	X	X	Class A	1
Ziv 130	X		X	X	X	Class A	1
Village Quad							
Village A	X		X	X	X	Class A	1
Village B	X		X	X	X	Class A	1
Village C	X		X	X	X	Class A	1
Ridgewood Quad							
Ridgewood A	X		X	X	X	Class A	1
Ridgewood B	X		X	X	X	Class A	1
Ridgewood C	X		X	X	X	Class A	1
Skyline							
North	X		X	X	X	Class A	1
South	X		X	X	X	Class A	1

Fire Safety Policies

Brandeis University takes fire safety very seriously and continues to enhance its programs for the Brandeis community through education, engineering, and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All Brandeis residence halls have emergency evacuation plans. At the beginning of each school year, training on evacuation procedures is conducted with the professional staff of the Department of Community Living. The area coordinators and the community advisors speak with the residents of their halls on evacuation and emergency procedures. The environmental health and safety manager meets with community advisors and reviews fire safety; including alarms, evacuation procedures, and housekeeping for fire prevention. Fire safety is also discussed in lab safety training with all graduate, undergraduate, and post-doctoral students. Detailed evacuation procedures for the Brandeis Community may be found at <http://www.brandeis.edu/emergency-prepare/evacuation/instructions.html>.

The following sections from the student's Rights and Responsibilities handbook deal with portable electrical devices, open flames and smoking.

Section 5 of Rights and Responsibilities outlines responsible use of tobacco, alcohol and other drugs.

5.0. Smoking: All Brandeis campus buildings are completely smoke-free. Cigarettes and other smokeable products, including cigars, pipes, electronic cigarettes and vaporizers, present clear health risks to members of the community, both to users and to those experiencing second-hand smoke. Use of any smokeable product is prohibited in all University buildings (including the residence halls), in outside areas adjacent to the entrances of University buildings (within 30 feet), and in University vehicles. Members of the community who choose to smoke are expected to dispose of these materials

in proper receptacles and without risking harm to the campus environment. Those who use any smokeable product must show respect for the community and are expected to comply with reasonable requests from other members of the community regarding their exposure to second-hand smoke. Students found responsible for smoking in a campus building may be assessed a fine of up to \$150.00 per involved student. Fines may escalate with multiple offenses.

Section 8 of Rights and Responsibilities outlines fire safety for the residence halls

8.3. Cooking Equipment: With the exception of microwave ovens, cooking equipment of any kind is not allowed in individual student rooms or lounges. This includes hot plates, toaster ovens, indoor grills, hot pots, immersion heaters, or any item with open coils.

8.4. Candles and Incense: Candles and incense are prohibited in the residence halls. Students wishing to light candles for religious reasons must register their intention with the Department of Community Living. Religious candles must be handled according to the document “Safety Procedures for Lighting Religious Candles,” available at the Department of Community Living website. Decorative and/or scented candles are permitted if the wicks are removed. Students found responsible for candles or incense may be assessed a fine of up to \$150.00 per involved student. Fines may escalate with multiple offenses.

Fire Incident Reporting

Students, faculty and staff are instructed to call Brandeis University Police at 781-736-3333 or 911 to report a fire emergency.

Non-emergency notifications (e.g., evidence that something burned) are made to:

- Brandeis University Police: 781-736-5000
- Department of Facilities Management: 781-736-8500
- Environmental Health and Safety: 781-736-4262

Plans for Future Improvements in Fire Safety

Brandeis University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

Important Phone Numbers for Fire Prevention

Report all missing or damaged fire equipment to the University safety office at (781) 736-4262.

Fire Safety Education and Training Programs for Students, Faculty and Staff

Environmental Health and Safety (EHS), in coordination with Community Living provides annual training to community advisors (CA) and area coordinators (AC).

Topics addressed during this training include:

- Fire prevention in the residence hall
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

Community advisors (CA) and area coordinators (AC) coordinate additional fire safety training and education programs for residence hall students.

+Other general safety and fire safety information is available to students, faculty, and staff on the Environmental Health and Safety website at

<http://www.brandeis.edu/ehs/>

The following are the fire statistics collected for calendar years 2016-2018

Statistics 2016

Fire Statistics								
Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Castle Quad								
Usen Castle	0							
Schwartz Castle	0							
Massell Quad								
Shapiro A&B	0							
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	0							
North Quad								
Reitman	0							
Cable	0							
Gordon	0							
Scheffres	0							
Rosenthal Quad								
Rosenthal North	0							
Rosenthal South	0							
Rosenthal East	0							
Charles River Quad								
110 Angleside	0							
150 Charles River Rd	0							
164 Charles River Rd	0							
178 Charles River Rd	0							
567 South St.	0							
Foster Mods								
Foster Mods Upper	0							
Foster Mods Lower	0							
Ziv Quad								
Ziv 127	0							
Ziv 128	0							
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

Statistics 2017

Fire Statistics

Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Massell Quad								
Shapiro A&B	0							
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	0							
North Quad								
Reitman	1	3/3/2017	19:11	clothes dryer	0	0	\$1,000-9,999	170087
Cable	0							
Gordon	0							
Scheffres	0							
Rosenthal Quad								
Rosenthal North	1	5/8/2017	10:41	microwave	0	0	\$0-99	170216
Rosenthal South	0							
Rosenthal East	0							
Charles River Quad								
110 Angleside	0							
150 Charles River Rd	0							
164 Charles River Rd	0							
178 Charles River Rd	0							
567 South St.	0							
Foster Mods								
Foster Mods Upper	0							
Foster Mods Lower	0							
Ziv Quad								
Ziv 127	0							
Ziv 128	0							
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

Statistics 2018

Fire Statistics								
Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Massell Quad								
Shapiro A&B	1	9/9/2018	23:31	heatng pad	0	0	\$0-99	180322
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	0							
North Quad								
Reitman	1	2/7/2018	21:07	poster	0	0	\$0-99	180069
Cable	0							
Gordon	1	2/6/2018	13:29	microwave	0	0	\$0-99	180067
Scheffres	0							
Rosenthal Quad								
Rosenthal North	0							
Rosenthal South	0							
Rosenthal East	0							
Charles River Quad								
110 Angleside	0							
150 Charles River Rd	0							
164 Charles River Rd	0							
178 Charles River Rd	1	3/15/2018	22:36	cell phone	0	0	\$100-500	180116
567 South St.	0							
Foster Mods								
Foster Mods Upper	0							
Foster Mods Lower	0							
Ziv Quad								
Ziv 127	0							
Ziv 128	0							
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							
Skyline								
North	0							
South	0							

CRIME PREVENTION TIPS

While the Brandeis University campus is a reasonably safe environment, crimes do occur. Some of the common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on campuses. Oftentimes this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you avoid falling victim to a theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied.
- Don't provide access to unauthorized persons in the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Keep a list of all valuable possessions including the makes, models, and serial numbers.
- Take advantage of the engraving programs to have all valuables engraved with specific identifying marks.
- Don't leave laptop computers or textbooks unattended, in labs or libraries, even for a short period.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to Brandeis Police immediately. Don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use computer security software on computers and install firewalls to prevent identity theft.